



Event in a Box

Everything you need to know to
organise an event for
Peer Review Week 2018

If you would like to organise your own event during Peer Review Week, we have created a toolkit to help you. Whether you want to organise a workshop, seminar or a networking social event we have suite of resources for planning and promotion.

If you are organising an event, please submit details via email at peerreviewweek@outlook.com

Organising an event

If you would like to get involved in Peer Review Week and organise an event for you and your networks, there are a range or formats you could use depending on your budget and objectives. Before you start, you may want to consider the following:

Objectives

What do you want to achieve from holding the event? Do you want to engage and create debate around peer review, do you want to learn about peer review or do you want to create a social environment for discussions? There are benefits to holding all kinds of event whether they are formal or informal, long or short; just ensure that you are selecting the right type of event that aligns with what you want your outcomes to be.

Audience

When organising an event, you should consider the target audience and what they would like to take out of the event. You must also consider whether you have access to this audience or whether you will need to create a promotional plan.

Budget

It's important to set and track a budget from the outset to ensure that you are organising an event that fits within it. There are a range of events that can be organised that can be organised for free and events where you will need to budget for catering, AV equipment and speaker fees. Decide on an event with your budget in mind.

You may need to account for:

- Venue hire
- Catering
- AV (microphones, screens, projectors)
- Printing
- Speaker fee
- Speaker travel and expenses

You may want to consider sponsorship or funding from relevant organisations.

Get help

Consider creating a working group or committee to help you with the organisation of an event. This can help to share the workload and build your networks.

Event formats

Low cost ideas

You don't need to spend a fortune to:

- Invite a speaker to talk to colleagues over a learning lunch.
- Organise a networking session whether that be over lunch or on an evening.
- Write a blog and ask for contributions.
- Gather insight and opinions from colleagues and peers and host them on a website.

Panel discussion

A panel discussion is a great way to get different perspectives on a specific subject and start a debate.

Here are some tips for organising a panel discussion:

- A panel session usually lasts between 60 and 90 minutes.
- Typically, there are between 3 and 4 panellists who are experts on the field. Often the panellists have varying views on the subject and may come from different industries, subject areas.
- You will need a moderator who can direct questions from the audience to the panel. They will also be required to ask the panellists questions if there are gaps in questions from the audience.
- The moderator is also responsible for keeping to time to ensure that as many questions are answered as possible and the session doesn't run over.
- You may want to live stream the panel session or record it for posting later to engage with a wider audience.

Seminar

Seminars consist of presentations and discussions around a specific subject. Seminars are a good way of engaging with an audience who may want to learn about the subject area and are used as an educational tool.

Here are some tips for organising a seminar:

- A seminar can last anything from a couple of hours to a full day.
- Invite multiple speakers to present, to show different perspectives.
- Allow time at the end of each presentation for discussion.
- You may need a moderator for the session to keep to time and manage questions.

Workshop

If you are looking to hold a more practical session, then a workshop is a good approach. There are many reasons for taking this group approach, from working with a group of experienced individuals to workshop a subject/challenge/issue, to a group of inexperienced individuals who want to learn by doing.

Here are some tips for organising a workshop:

- A smaller number of people can be more effective for an interactive workshop. Often between 8 and 20 participants.
- It could be more productive to hold shorter workshops to encourage engagement. You could find people more energetic on a morning.
- Include activities for participants so they are engaged and involved.
- Have group discussions and listen to all ideas and contributions.
- Follow up after the session with any actions as a result of the workshop.

Networking reception

If you want to encourage discussion on a subject and gather like-minded people in one room, then a networking reception is a great vehicle to facilitate this without formalities. Networking receptions can take place at any time of the day from a breakfast to evening events and usually involve refreshments being served. If you are planning on setting up a group for people with similar interests, a networking reception is a great way to start making connections and more formal events could be developed from them.

Here are some tips for organising a networking reception:

- Select a time of day that will attract the most people, this could be networking breakfast if people have busy schedules.
- To enable people to make connections, distribute a participant list beforehand so delegates can prepare a list of who they would like to speak to.
- Request feedback from delegates afterwards to ensure the event was productive and ask for improvement ideas.